

Appendix N

MILITARY AND MANAGEMENT DIRECTORATE

1. The Director exercises principal responsibility for Program Management of assigned Military, Environmental, and Interagency and International Services (IIS) Programs in accordance with ER 5-1-11, U.S. Army Corps of Engineers Business Process. Manages program manpower in accordance with workload priorities on a regional basis.
 - a. Furnishes functional chiefs with comprehensive District-wide schedule of programs and exercises oversight of their manpower requirements and operating budget.
 - b. Serves as Chairman of the POD Program Review Board (PRB) in the absence of the POD Commander.
 - c. Serves as chair of the Regional Management Board (RMB).
 - d. Serves as principal advisor to the Commander on business management activities.
2. Provides staff supervision for military program management functions of the Alaska, Honolulu, Japan, and Far East Engineer Districts.
 - a. Plans, directs and coordinates the execution of all military, environmental, and IIS programs in the Pacific Ocean Division.
 - b. Provides policy guidance and formulates procedures to insure that the various programs are executed on time, within the funds available, and are of high quality.
 - c. Serves as the Division's principal point of contact with higher headquarters, members of Congress, State and local government officials, officials from foreign governments, and other regional customers for the execution of military, environmental and IIS programs. Responds to all inquiries from higher headquarters and regional customers on the execution of the various programs in the Division.
 - d. Provides regional interface with combined commands combatant Commander, and Army MACOMs, Air Force MAJCOMs, and other regional offices in the Pacific Area.
 - e. Analyzes workload and manpower requirements to carry out POD's programs, and presents recommended manpower distribution to the Commander.
 - f. Meets with higher headquarters and congressional committees to defend funding requests on assigned programs.

g. Monitors various reports to ensure that program execution and operations of the Division and subordinate Districts in Alaska, Honolulu, Japan, and Korea are in accordance with regulatory, statutory and administrative funding limitations, and approved plans.

h. Monitors project changes, exercising approval authority as applicable or recommending approval by higher authority. Exercises oversight of discretionary changes for customers. Submits recommendations to higher authority for approval of reprogramming actions.

i. Provides upward reporting on project and program performance.

j. Receives, interprets, disseminates, and directs the implementation of project management guidance, directives and correspondence from higher headquarters. Establishes and maintains documented procedures to implement the Project Management Business Process (PMBP) and P2 within the Division.

k. Reviews District implementation of the PMBP within POD to evaluate the effectiveness of their quality assurance, efficiency, and execution.

3. Prepares the military program budget estimates.

a. Plans, directs, and coordinates preparation of the operating budgets for all military project funded programs. Coordinates all return and reprogramming of subordinate District project funds with the Chief of Engineers. Coordinates with the Civil Works and Technical Directorate on funding requirements for all military programs being designed or constructed.

b. Plans, coordinates, directs, and maintains the planning program for execution of all military construction projects and investigational work, and processes Chief of Engineers design and construction directives.

c. Monitors funding related to the Host Nation Construction Programs, and provides advice on reporting and/or management of funds. Compiles data required for headquarters annual COB and compiles special reports on the Host Nation Construction Programs.

d. Reviews and analyzes monthly design and construction progress reports submitted by the Districts to the Directorate to ensure reports are being prepared IAW USACE and Air Force instructions.

e. Initiates discussion of Division main responsibility to resolve issues and to facilitate communication between Districts and HQUSACE related to ensuring policy adherence, issue resolution in accordance with PMP, development of a regional program management system and implementation, providing 'value added' oversight to ensure quality of products and projects, etc.

4. Conduct the Business Management function.

- a. Provides leadership, management, and policy guidance for transitioning the Division to operate as a regional business center (RBC). Provides executive direction for the RMB. Identifies and promotes strategic direction for the RBC through development of regional business plan and specific program initiatives.
- b. Serves as the lead for management of Division customer relations and outreach / business development program. Oversees, directs, and guides customer outreach activities throughout the Division and Districts through Division and District Outreach Plans and customer account plans.
- c. Serves as the lead for Division strategic management. Strategic planning guidance must encompass the USACE Strategic Vision, USACE and MSC Campaign Plans, and oversee District OPLAN initiatives, and the Asian-Pacific Scenario Based Strategic Planning, or other customer focused strategic planning process.